



NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Secretarial Assistant 1 (Non Stenographic)

LOCATION: Ewing, New Jersey
Division of Plant Industry

ISSUE DATE: August 23, 2016
CLOSING DATE: September 5, 2016
SALARY RANGE: \$49,263.43 - \$69,662.11
ANNOUNCEMENT NUMBER: 25-16
POSITION NUMBER: 044196

OPEN TO CURRENT STATE EMPLOYEES ONLY

POSITION DESCRIPTION

This position serves as the Secretary to the Director, Division of Plant Industry, performing all secretarial and administrative functions including letter writing, scheduling, reviewing Director's mail; maintaining the Director's calendar and scheduling appointments; in the absence of Director, read, forward, and respond to Director's email; preparation of all correspondence & other confidential assignments including the processing of PARS/PES for Division staff; edit & distribute monthly & annual reports; serve as the eCATS administrator for the Division; processes leave requests for the Director's approval; maintaining Division calendar, reporting any exceptions biweekly; file & maintain confidential, regulatory & disease files for the Division; responsible for completing forms for all personnel actions for the division; manage travel arrangements and schedules; prepares and processes paperwork for travel & reimbursement for Division staff; does other related duties as required.

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom-training hours or 30-semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.

RESIDENCY LAW: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

**** AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

APPLICANT INFORMATION

Applicants should submit a cover letter including the announcement number, resume and transcripts by the closing date to: Heather Knox, Personnel Assistant 3, Human Resources, P.O. Box 330, Trenton, NJ 08625 or via e-mail to njdajobs@ag.state.nj.us.

POSTING AUTHORIZED BY:

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